

You Have Rights!

Campus User Security

TE1301-1, TE1301-2

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Agenda

- User Security for User Groups
 - Creating a New User Group
 - Assigning Tool Rights to a User Group
 - User Group Membership Tab
- Calendar Rights
 - Setting Calendar Rights
- Assigning Users to Groups
 - Creating Users
 - Individual User Security
- Campus Active Directory



Definitions

- Tool rights
 - View, edit, add or delete information in Campus
 - An task object in Campus that allows a user to perform a task
 - An information object that has security rights associated with it
- Tool rights examples
 - Walk-in-Scheduler
 - A task requiring tool rights to perform
 - Telephone number
 - Information requiring tool rights to access



Tool Rights Levels of Access

- Read
 - View information only (i.e. changes are not allowed)
- Write
 - Update, edit or change information (i.e. make an address change)
- Add
 - Create a new record
- Delete
 - Remove a record



User Security for User Groups

- User groups give groups a basic set of tool rights
- Users may belong to more than one user group
 - Example: Secretary in school office
 - Member of clerical user group for enrollments
 - Member of attendance user group to process attendance
- User groups have
 - Calendars rights
 - Tool rights



Creating a New User Group

- Path: System Administration > User security > User groups

The screenshot shows a web application interface for creating a new user group. It is divided into two main panels. The left panel, titled 'Index Search Help', contains a search bar with a dropdown menu set to 'Group', a 'Go' button, and a link for 'Advanced Search >>'. Below the search bar, it shows 'Search Results: 58' and a list of items. The first item, 'Create a new User Group', is highlighted with a red box and a red arrow pointing to it from annotation 1. The right panel, titled 'Create a new User Group', contains the text 'This tool will create a new user group.' Below this, there is a text input field labeled 'User Group Name' and a 'Create Group' button. Both the input field and the button are highlighted with red boxes. Red arrows point from annotations 2 and 3 to these elements respectively.

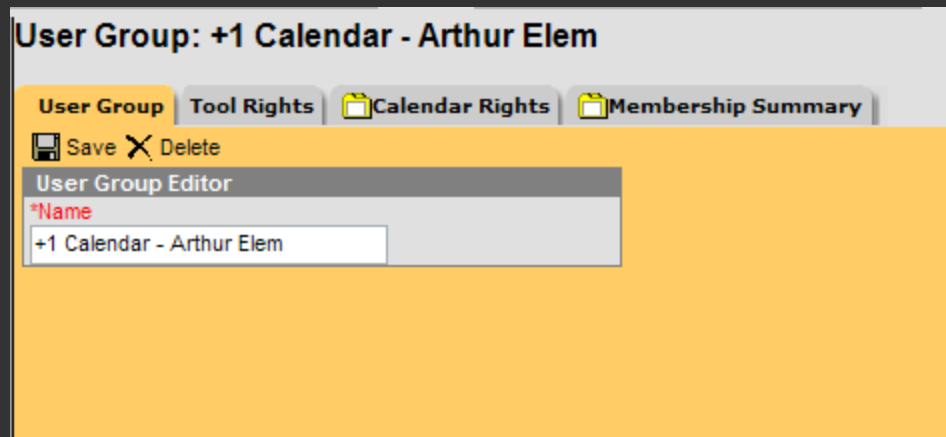
1 Click Create a new User Group

2 Name user group

3 Click Create Group

Creating a New User Group

- New user group is ready for assigning rights
 - Tool rights
 - Calendar rights



The screenshot shows a web-based interface for managing user groups. The title bar at the top reads "User Group: +1 Calendar - Arthur Elem". Below the title bar is a navigation menu with four tabs: "User Group" (highlighted in orange), "Tool Rights", "Calendar Rights", and "Membership Summary". Under the "User Group" tab, there are two buttons: "Save" (with a floppy disk icon) and "Delete" (with an 'X' icon). Below these buttons is a section titled "User Group Editor". Inside this section, there is a label "*Name" in red text, followed by a text input field containing the text "+1 Calendar - Arthur Elem".

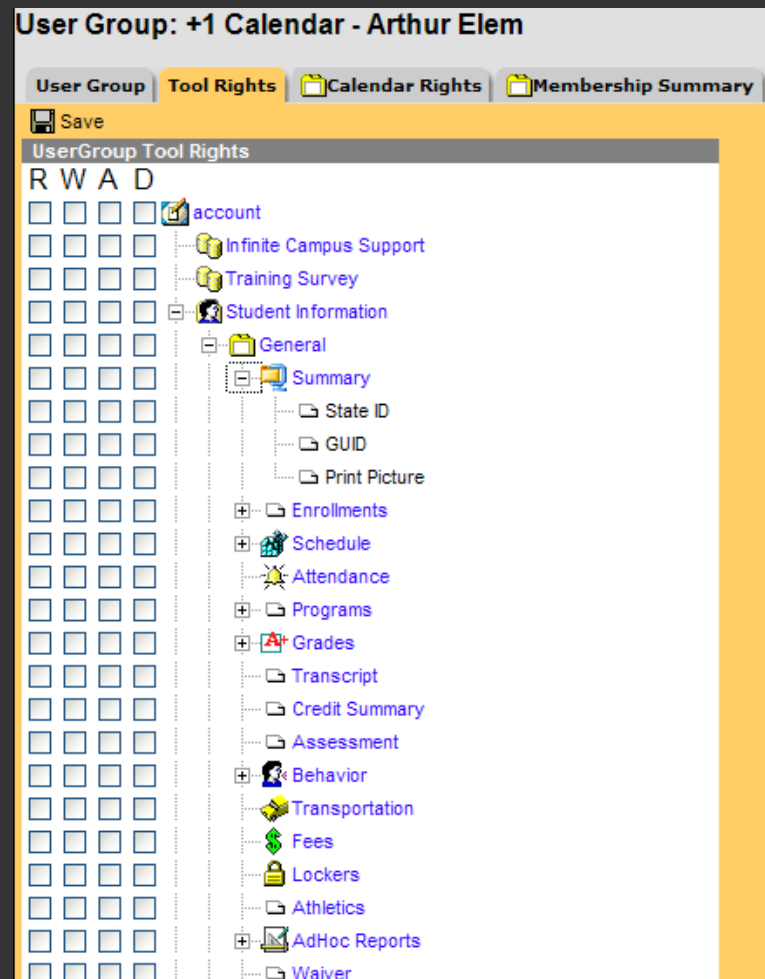
Assigning Tool Rights to a User Group

- Note: Internet Explorer is not recommended for this operation
- Four levels of tool rights
 - R = Read
 - W = Write
 - A = Add
 - D = Delete
- Each level is cumulative
 - Example
 - To check “D” users must have R, W and A rights first
- Tool rights list is separated into index categories
 - Checking a rights level for a category sets all tools in that category
 - Expand category to modify tools rights within the category



Assigning Tool Rights to a User Group

- Screenshot of tool rights assignment



User Group Membership Tab

- Lists individuals in group
- Clicking on a user name displays individual's user rights

User Group: Attendance

User Group

Tool Rights



Calendar Rights



Membership Summary

User Group User Summary

admin (Administrator, System)	attendance (Attendance, User)	iamback (Back, Ima)
pcarollo (Carollo, Philip)	rugone (Gone, Arr)	imagone (Gone, Ima)
imahere (Here, Ima)	rupresent (Present, Arrr)	



Calendar Rights

- Individuals need rights to access specific calendars
 - Can be done in user group based on role
 - Combined with tool rights
 - Examples
 - Attendance group
 - Principal group
 - Can be done by setting up separate groups for calendars
 - User becomes member of two user groups
 - Tool rights group
 - Calendar group
 - Note on Calendar rights
 - Unchecking “Modify” makes all data in calendar read-only
 - No tasks can be performed in calendar



Setting Calendar Rights

2 Click New

1 Click Calendar Rights

3 Assign School, Year and Calendar using droplists

5 Save

4 Uncheck to make access read-only
Overrides tool rights

The screenshot shows the 'Calendar Rights' window. The 'Calendar Rights' tab is selected. The 'New' button is highlighted with a red box. The 'Calendar Rights' tab is highlighted with a red box. The 'School Year Rights' panel on the right contains three dropdown menus: 'School' (Arthur Elementary), 'Year' (06-07), and 'Calendar' (06-07 Arthur Elementary). The 'Modify Rights' checkbox is checked. The 'Save' button is highlighted with a red box.

Assigning Users to Groups

Every person who is entered into Campus
will appear in the User Search list

- From the Quick Search, select User and enter a name.
- Click on the User Name to bring up the Create New User Screen

Aasland, Tania

Username Password

<input type="checkbox"/> Admin 2005	<input type="checkbox"/> ALC Teacher Grades	<input type="checkbox"/> Athletic/Act. Eligibility
<input type="checkbox"/> Attendance	<input type="checkbox"/> Census	<input type="checkbox"/> CL-ALC Archive Calendars
<input type="checkbox"/> CL-Early Childhood Archive Cal	<input type="checkbox"/> CL-Early Childhood Calendar	<input type="checkbox"/> CL-FHS ALC Calendar
<input type="checkbox"/> CL-FHS Archive Calendars	<input type="checkbox"/> CL-FHS Calendar	<input type="checkbox"/> CL-FMS ALC Calendar
<input type="checkbox"/> CL-FMS Archive Calendars	<input type="checkbox"/> CL-FMS Calendar	<input type="checkbox"/> CL-Hayes Calendar
<input type="checkbox"/> CL-RLS Calendar	<input type="checkbox"/> Counselors	<input type="checkbox"/> Discipline
<input type="checkbox"/> EP User Provisioning	<input type="checkbox"/> FHS ALC SS	<input type="checkbox"/> Hayes Archive Calendars
<input type="checkbox"/> Health	<input type="checkbox"/> Non-Public Archive	<input type="checkbox"/> Non-Public Calendar
<input type="checkbox"/> Office/Attendance	<input type="checkbox"/> Office/Registrar	<input type="checkbox"/> Police View
<input type="checkbox"/> Pre-School Calendar	<input type="checkbox"/> Principals	<input type="checkbox"/> Read Only
<input type="checkbox"/> Read Schedule	<input type="checkbox"/> Read Student Info	<input type="checkbox"/> RLS Archive Calendars
<input type="checkbox"/> Scheduler	<input type="checkbox"/> Special Ed	<input type="checkbox"/> Targeted Services Calendar
<input type="checkbox"/> Teacher	<input type="checkbox"/> Transition Archive Calendars	<input type="checkbox"/> Transition Calendar

Creating Users

1 Search for user by last name

Index Search Help

Search for a:

User

Search Results: 421 users

A Baldwin, Jim
Aas, Alexander
aasfather
Aas, Amanda
amandaaas
Aas, Catherine
Aas, Lisa M
aasalisa
Aas, Samantha L
SamAas
Aas, Stephanie
Aasland, Adam Y
Aasland, Nina M
Abayare, Tyler L
Abbott, Fraser
Abbott, Gordon
Abbott, Jackie
Abbott, Karan
mothercampus
Abbott, Keith
KAbbott
Abbott, Liz
LAbbott
Abbott, Lydia
Abbott, Min Hyuk
Abbott, Ray
Abbs, Christine
Abbs, Tae Hyun
Abdul, Anisa K
Abegg, Dylan
abegg1
Abegg, Glissa
Abegg, Harrison

3 Create new user screen appears

Create a new User

This tool will create a new user account for a person.

Aas, Alexander

Username

Password

Homepage Campus Application

☐ +1 Calendar - Arthur Elem
☐ +1 Calendar - Clinton Secondary
☐ -1 Calendar - Arthur Elem
☐ -1 Calendar - Clinton Secondary
☐ Attendance
☐ Census
☐ Counselor- High School
☐ County Office Users
☐ Current Calendar - Carter Middle School
☐ Current Calendar - Harrison HS
☐ Data Clerks
☐ Nevada spec ed
☐ Principal - High School
☐ Read Only Archive - All
☐ Read Only Archive - Cleveland
☐ Read Only Archive - Lincoln
☐ see

☐ +1 Calendar - Bush Middle
☐ +1 Calendar - Harrison HS
☐ -1 Calendar - Bush Middle
☐ -1 Calendar - Harrison HS
☐ Bkkeepers/MediaSpec/Secretary
☐ Counseling Info Review
☐ Counselor- Middle School
☐ Current Calendar - Arthur Elem
☐ Current Calendar - Cleveland Elem
☐ Current Calendar - Lincoln Elem
☐ Health
☐ Nurses
☐ Principal - Middle School
☐ Read Only Archive - Arthur
☐ Read Only Archive - Clinton
☐ RPK Teachers
☐ spec ed

☐ +1 Calendar - Cleveland Elem
☐ +1 Calendar - Lincoln Elem
☐ -1 Calendar - Cleveland Elem
☐ -1 Calendar - Lincoln Elem
☐ Campus Administrators
☐ Counselor- Elementary School
☐ County Office Special Ed
☐ Current Calendar - Bush Middle
☐ Current Calendar - Clinton Secondary
☐ Current Calendar Coolidge Elementary
☐ ITS
☐ Principal - Elementary
☐ Psychologists/Social Workers
☐ Read Only Archive - Bush
☐ Read Only Archive - Harrison
☐ Rudy CY
☐ Spec teachers

4 Enter username

5 Enter password or click Generate Password

6 Click Check User to prevent duplication

7 Select user group(s)

8 Select application
-- Campus
-- Portal





9 Click Create User

Creating Users



- Once user has been created they have an individual page

User: aasalisa
Person: Aas, Lisa M

User Account | User Groups | Tool Rights | Calendar Rights | Access Log

 Save  Delete  Generate Random Password  Login As User

User Account Editor

*Username		*Password		
<input type="text" value="aasalisa"/>		<input type="text" value="p@ssw0rd"/>		
Disabled	Force Password Change	All Tools	All Calendars	Hide Banner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expires Date	Homepage			
<input type="text" value=""/> 	<input type="text" value="Campus Application"/> 			

Campus Active Directory

- For districts with user management systems outside of Campus
- Uses Active Directory (AD) authentication
- Configured for Lightweight Directory Access Protocol (LDAP)
- Authenticates against Microsoft Windows AD only
- Supports a single active directory group



Impact

- Using Active Directory means
 - Users authenticate against Windows AD, not Campus
 - No Campus passwords are required
 - User Account tab and New User tool are modified
 - Passwords are **not** required
- Portal
 - ADA can separate user accounts into Portal (parent/student) and non-Portal (staff)
 - Allows District to rely on AD for Campus application authentication and rely on Campus for Portal authentication



Options

- Use AD for staff accounts and Campus for parent/student accounts
- Use AD for parent/student accounts and Campus for staff accounts
- Use AD for all staff and parent/student accounts
- Use Campus for all staff and parent/student accounts
 - With this option there is no AD communication



Configuring Active Directory

Year 07-08 School 4T4P Block - Harrison High Section 02) 1004q-3 American Lit/Comp (A)

Index Search Help

System Administrator

- Google
- Infinite Campus Support
- Training Survey
- Student Information
- Instruction
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
- Ad Hoc Reporting
- User Communication
- System Administration
 - PLP
 - Assessment
 - Attendance
 - Behavior
 - Calendar
 - Census
 - Counseling
 - Custom
 - Data Interchange
 - Data Utilities
 - Fees
 - Grading & Standards
 - Health
 - Lockers
 - Messenger
 - Preferences
 - Resources
 - School Choice
 - Special Ed
 - Student
 - Student Portfolio
 - Surveys
 - Transportation
 - User Security
 - Users
 - User Groups
 - Student Accounts
 - Hash Passwords
 - Active Directory
 - Reports

Active Directory

Save

Active Directory (LDAP) Authentication Configuration

Account Preferences

*Portal Account Authentication Campus Database

*Non-Portal Account Authentication Campus Database

Server Information

*Active Directory (LDAP) Server Port

*Active Directory (LDAP) Server URL

*Base DN

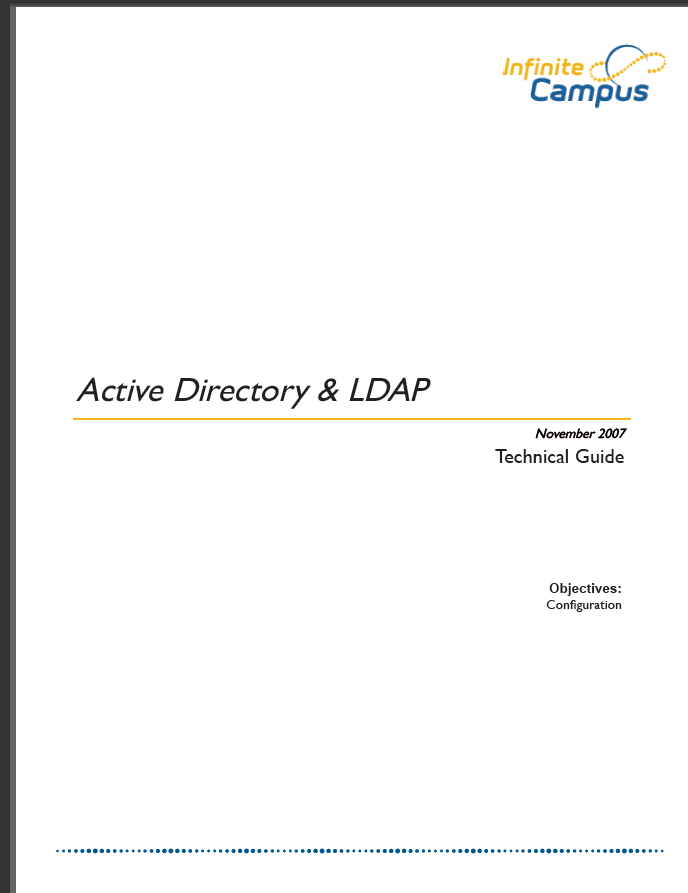
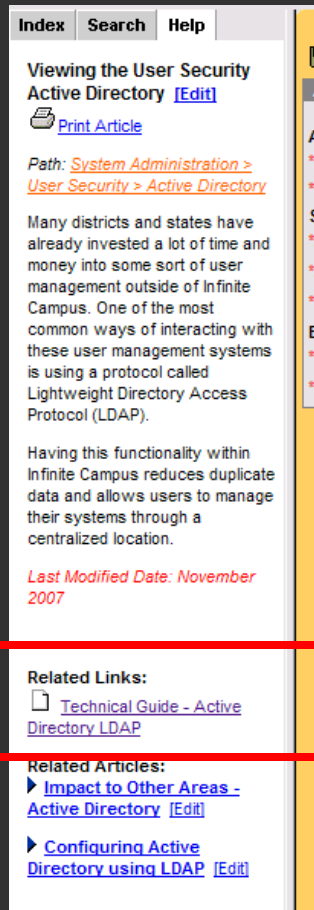
Bind User Information

*Bind User Name (RDN)

*Bind User Password

Technical Guide

- Technical Guide is available as a Help article in the product



Questions & Answers

Ask, we're ready!



Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
 - In your district
 - At Infinite Campus

